



St. Stephen Baptist Church Event Approval Form

"The Mission of St. Stephen Church: St. Stephen Church makes disciples who are making disciples for the glory of God and the advancement of Christ's Church. We achieve the mission through: Worship, Word, and Witness."

All events must uplift at least one of the three-fold mission of the church, which is: Worship, Word & Witness. (Worship/ Participate in Worship, Word/ Sunday School, and Witness/ (Activation)

Which of the three-fold church objectives does this event focus on? ☐ Worship ☐ Word ☐ Witness

How? _____

Prior to submitting a facility reservation form, an Event approval must be received from administration For each department to effectively perform their responsibilities; this form should be completed at least **six- weeks** prior to request date. Requests may be denied if the form is submitted after the **six-week** period. **You will be notified within two weeks as to whether your request has been approved.**

Please complete this form in its entirety and submit this form to Lanisha Porter, Director of Ministries at lporter@ssclive.org for review and approval.

Request Date: Ministry Team Leader:

Email: Phone number:

Proposed Event Date: Proposed Event Time: Proposed End Time:

Campus: ☐ Hardin Co ☐ Indiana ☐ Louisville

Name of Event:

Event Description:

Is there a cost? ☐ Yes ☐ No If so, what is the cost?

Can this cost be covered by the requesting ministry?

Approval from Administration must be obtained prior to extending an invitation to a proposed speaker.

"Audio: If audio is needed, a mic and speaker can be checked out with the receptionist on a first come, first serve basis. Please email sgibbs@ssclive.org to check on availability."

APPROVALS:

Director of Ministries Administration

Approved ☐ Denied ☐ Approved with changes: Yes ☐ No ☐ Changes

Date Processed: Entered on Church Calendar

Approved by: Date